



AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOUR ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.

DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

<u>ANNOUNCEMENT NUMBER:</u>	MVA 2015-003
<u>OPEN PERIOD:</u>	9 January 2015 thru 2359 EST, 10 February 2015
<u>HIRING DIRECTORATE:</u>	NGB/A1
<u>POSITION TITLE:</u>	Officer Programs Technician
<u>AFSC REQUIREMENT:</u>	3S071 (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<u>RANK/GRADE REQUIREMENT:</u>	TSgt/E6 (Promotable) - MSgt/E7
<u>POSITION INFORMATION:</u>	Full Time, Title 10, Statutory Tour
<u>TOUR LENGTH:</u>	2 - 4 Years
<u>AGENCY:</u>	National Guard Bureau
<u>DUTY LOCATION:</u>	Joint Base Andrews, MD
<u>WHO MAY APPLY:</u>	Qualified ANG members only

1. Requirements

Must hold Rank/Grade and AFSC requirement by this announcement closeout date.

Must have or be able to obtain a Top Secret Security Clearance.

(Note: All security clearances must be reflected on VMPF RIP. Date of Investigation must be within the past 10 years for Secret and with the last 5 years for Top Secret. If your security clearance is expired on your VMPF, please submit an MFR from your security manager indicating that the reinvestigation has been initiated. DO NOT Submit a JPAS print out.)

2. Position Description

Incumbent manages officer accession programs, which include the AMS accessions; determines final eligibility for non-prior service and prior service applicants for appointment and Federal recognition.; determines military grade based on application of statutes and instructions; determines whether or not applicant is eligible for appointment and Federal recognition; and independently researches and references applicable guidelines and precedent actions to resolve the various problems and situations that arise in the performance of assigned duties. The technician provides proper guidance, interpretation, training and/or briefings on current policies for assigned military personnel action program(s) to a wide variety of individuals, managers and key officials; provides accurate and timely guidance to requests for information received from various inquirers; composes correspondence as necessary to higher headquarters or other military agencies to clarify questionable areas; and drafts correspondence detailing final decision to concerned individuals. The incumbent serves as Officer Promotion Manager, managing the officer promotion program to include involuntary promotion delays, hip pocket promotions, and officer authorizations and assignments in view of installation needs. The incumbent serves as ROPMA Program Manager which involves setting board selection criteria, administration and selection of board members; initiates actions resulting from higher headquarters and/or field inquiries regarding previous actions, past case decisions or other non-routine circumstances; and promptly provides information, data, interpretation, explanations, and/or analysis needed to fully respond to inquiries. Incumbent is responsible for coordinating with JFHQs, flying wings, and geographical separated unit Security Managers as well as Air Force Security Clearance Office on officer applicants' security status; recommending policies and standards and developing procedures to improve the Officer promotion and appointment programs; and coordinating with the SAF Personnel Council, Air Staff activities, HQ ARPC, ANGRC, NGB, JFHQs and ANG units on matters of mutual interest pertaining to officer appointments, promotions, and military personnel management. The technician acts as liaison with these offices for all aspects of these programs. Incumbent provides responses for Congressional, Air Staff, NGB and ANGRC inquiries pertaining to ANG officer appointments, promotions and separations; ensures units are complying with appropriate personnel directives and procedures; researches and develops background information for unprecedented or particularly sensitive cases; and researches and provides talking papers and/or reports for special projects and unusual requests offering a course of action.

3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the four (4) duty day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result

in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/careers/mva/procedures.asp>

